Office Ergonomics: Working in Comfort

Audience: All office workers

Average Training Time: 30 to 45 minutes

Format / *Product Code:* CD-ROM (MPEG Video)/ *CLOFEMPG*

Produced by: Mastery Technologies, Inc.

Mastery interactive version based on original video content produced by: Comprehensive Loss Management, Inc.

OVERVIEW

Technology has changed the way we work. Today, we find ourselves in an information age, where sending and receiving messages is as important as transporting product.

In the past we often performed a variety of tasks that helped us stay fit. Now, work moves faster, is more specialized, and our bodies have less variety in the movements made on the job. You probably don't even realize how your job can effect your body. Until you begin to feel the strain.

We need to learn how to work by considering what is best for our bodies. That's what ergonomics is all about. Ergonomics—designing the job to fit the person, rather than making the person fit the job. It's the science of designing tools and equipment, the layout of workplaces, and the overall organization of work to improve employee well being and workplace efficiency.

This program will show your workers how to use ergonomic guidelines to make their work more comfortable. They will also learn proper body mechanics and how stretching can help them do their jobs better, safer, and more efficiently. Thirty-six interactive activities keep your workers involved in the instruction, and assure their mastery of the material.
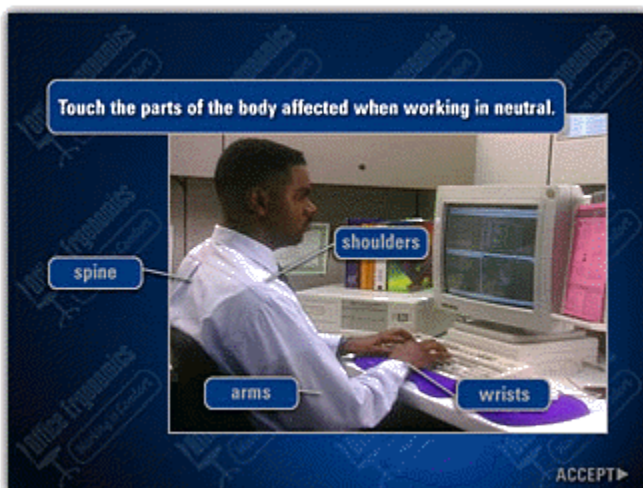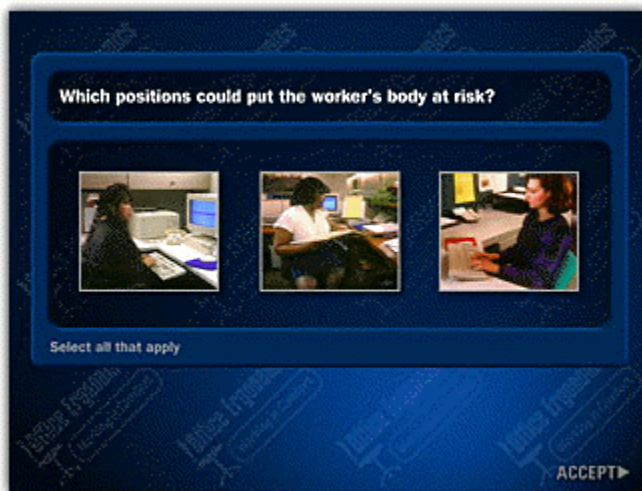

TOPICS

The course presents interactive instruction covering the following topical areas:

Risk Factors

- Common Risk Factors
- Repetition
- Awkward Positions and Postures
- Force

Body Mechanics

- Working In Neutral
- Ergonomic Designs

Ergonomic Design

- Team Work
- Chair
- Keyboard
- Other Design Issues

Visual Comfort

- Height and Distance
- Eye Strain
- Glasses
- Glare

Work Habits

- Work Schedule
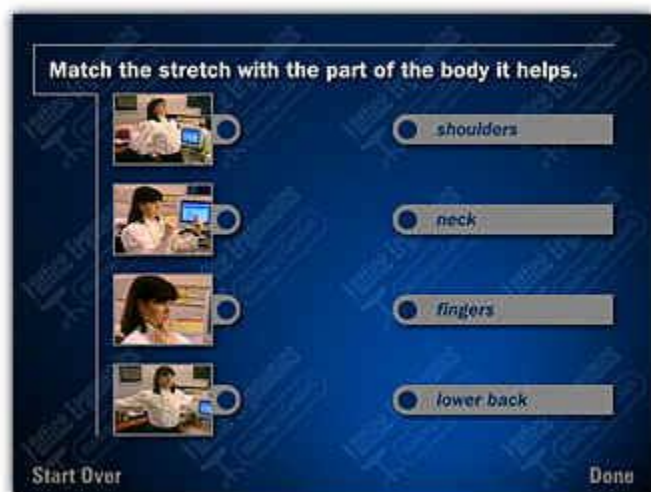- Activity

Stretching

- Exercises
- Fitness

PERFORMANCE OBJECTIVES

This course will measure mastery on each of the following performance objectives. Upon completion, workers will be able to...

Explain the factors that put your body at risk.

1. List common ergonomic risk factors.
2. Choose an example of repetition.

3. Explain why centralized office work puts your body at risk.
4. Recognize an awkward position from an example.

Use body mechanics to control ergonomic risks.

1. State the key to good body mechanics.
2. Explain the term, "working in neutral".
3. Choose parts of the body effected by working in a neutral position.
4. Identify neutral body positions.
5. Suggest ways to improve daily body mechanics.
6. Choose awkward positions from a group.
7. Agree that good body mechanics should be supported with good ergonomic design.

Alter workspace design to implement improvements

1. Recognize the need to find positions that are both neutral and comfortable.
2. Compile a checklist to properly position your chair.
3. Recognize the correct keyboard height.
4. Choose ways to support the wrists while working.
5. Choose ways to alleviate the stress of standing during work.

Alter the work area to improve visual comfort

1. Identify the correct monitor position.
2. Choose the suggested distance between a person and a monitor.

Utilize ergonomic suggestions to avoid eye strain

1. Explain visual refocusing.
2. Describe the correct way to use a copy holder.
3. Explain why people who work with computers tend to have dry eyes.
4. Choose appropriate ways to moisten the eyes.
5. Select the causes of glare.
6. Choose ways to reduce glare.

Use good work habits to keep your body fit

1. Agree that you are ultimately responsible for your daily work habits.
2. Identify the need to change positions and tasks throughout the day.

3. Recall that occasionally looking away from the computer monitor can relax both the eyes and the entire body.

Recognize the importance of stretching

1. Describe the benefits of stretching at work.
2. Describe the correct way to begin an exercise program.

Use the correct stretch to benefit each body part

1. Match stretches with the body parts they help.
2. List ways to exercise the eyes.